



**CITY OF NEW BRAUNFELS, TEXAS
LIBRARY ADVISORY BOARD MEETING**



**NEW BRAUNFELS PUBLIC LIBRARY
700 E. COMMON ST.**

MONDAY, SEPTEMBER 18, 2023 at 5:30 PM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- A) Discuss and consider approval of the minutes from the [23-1256](#) meeting on August 21, 2023.

Gretchen Pruett, Library Director

4. COMMUNICATIONS

This time is for citizens or board members to address The Library Advisory Board on issues and items of concerns not on this agenda. There will be no Library Advisory Board action at this time.

From Citizens

From Library Advisory Board members

5. REPORTS

Library Director

New Braunfels Public Library Foundation

Friends of the Library

6. DISCUSSION AND ACTION

- A) Review and possible action on Library Policy 2.1 - Use of [23-1258](#) Facilities.

Gretchen Pruett, Library Director

- B) Review and possible action on Library Policy 2.14 - [23-1259](#) Patron Responsibility and Conduct.

Gretchen Pruett, Library Director

7. ITEMS FOR NEXT AGENDA

No action may be taken at this time.

8. **ADJOURNMENT**

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.

9/18/2023

Agenda Item No. A)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Discuss and consider approval of the minutes from the meeting on August 21, 2023.



New Braunfels Public Library Advisory Board Regular Meeting Minutes

New Braunfels Public Library
Monday, August 21, 2023

1. Call to Order

Amy Stone called the meeting to order at 5:33 p.m. on Monday, August 21, 2023.

2. Roll Call

a. Members Present

Amy Stone, Carol Bissett, Kristen Fain, Heather Simbro, Cheri Ortega, Connie Born, and Dana Watson

b. Others Present

Gretchen Pruett, library director; Natalee Corbett, library assistant director; Angie Martinez

3. Approval of Minutes

Cheri Ortega made a motion to approve the July minutes as written, and Connie Born seconded. The minutes were approved as written.

4. Communications

a. Citizens

b. Library Advisory Board Members

Amy Stone requested that Library Advisory Board members attend the city council meetings when possible.

5. Reports

a. Library Director

The library has received eight Requests for Reconsideration for library materials. Library staff are in the process of reviewing the requests before responding. The timeline for the opening of the Westside branch library was reviewed.

b. New Braunfels Public Library Foundation

The Foundation will be planning a donor night for library stakeholders on September 10th. They are planning for the Big Give event, on September 20 and 21st and will be raising funds for Virtual Reality equipment for the library.

c. Friends of the Library

There was no report at this meeting.

6. Discussion & Action

a. Review and possible action on Library Policy 2.16 – Interlibrary Loan



This is a review of the language for fines and renewal policies for interlibrary loans. Carol Bissett moved to approve the policy and Kristin Fain seconded. The board approved the policy.

b. Review and possible action on Library Policy 2.20 – Borrower Eligibility

There are no recommended revisions at this time. Connie Born moved to endorse the policy, and Dana Watson seconded. The board endorsed the policy.

c. Review and possible action on Library Policy 2.10 – Reference Service

This revision cleans up some of the language in the policy and also revises the language about what kind of assistance patrons can receive when filling out forms on library computers. Carol Bissett moved to approve the policy, and Kristin Fain seconded. The board approved the policy.

8. Items for Next Agenda (No Action May be Taken)

9. Adjournment

Amy Stone adjourned the meeting at 6:58 p.m.

9/18/2023

Agenda Item No. A)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Review and possible action on Library Policy 2.1 - Use of Facilities.

DEPARTMENT: Library

BACKGROUND INFORMATION:

Each month the Library Advisory Board reviews library policies and endorses them or recommends changes.

2.1 Use of Library Facilities

The use of the library facilities, materials, and staff shall be extended equally to every member of the community within the framework of all applicable federal, state, and local legislation and within the framework of the *Library Bill of Rights* and its *Interpretations*.

The library is the property of the City of New Braunfels and each library user is expected to exercise reasonable care in the use of library facilities, remembering his obligation to fellow citizens who use the same facilities.

In the event of an extraordinary circumstance, such as a natural disaster, the library may suspend all or part of this policy if so directed by the President of the United States, the Governor of the State of Texas, the Mayor of the City of New Braunfels, or the City Manager until it is deemed safe to reinstate this policy in full.

I. Hours of Operation

1. The library will be open a minimum of sixty-five (65) hours per week. The Westside Branch library will be open a minimum of) sixty-one (61) hours per week. The RIOmobile bookmobile branch will be operational a minimum of 4 days per week. The library director, with the approval of the City Manager, will determine days and daily hours of operation. Regularly scheduled hours of operation will be established to best meet the needs and convenience of citizens, based on available funding and staff requirements.
2. The library system will close on holidays established by the City Manager and at other times deemed necessary by the library director, with the approval of the City Manager.
3. Except in case of emergencies, notice of closings will be posted in the library locations and on the library's web site two weeks in advance and will be reported to the local news media.

II. Meeting Rooms

As public institutions dedicated to the free expression of and free access to ideas presenting all points of view about the problems and issues of our times, the New Braunfels Public Library provides meeting rooms for public use. The rooms will be available on as widespread and equitable a basis as possible for non-profit groups for the purpose of educational, cultural, governmental, and informational community meetings, programs, and lawful activities.

1. Highest priority for use of the meeting rooms will be given to library sponsored programs and functions which further the goals of the library.

2. Meetings held in the library meeting rooms must be open to the public. No fee may be charged, or donations solicited, as a condition of entry.
3. No library space will be available for social or commercial purposes, fund raising, sale of items, or for-profit individuals or businesses with the following exceptions:
 - a) Programs, events, or sales conducted by the Advisory Board, Friends of the Library or the New Braunfels Public Library Foundation, the proceeds of which directly benefit the library;
 - b) Sale of material directly related to library sponsored programs which has received prior approval of the library director;
 - c) Programs, events, or sales conducted by the City of New Braunfels.
4. The large Meeting Room in all library locations will be made available for public use only during the hours the library is open to the public. All meeting rooms must be vacated at least ten (10) minutes before closing or before 8:00 p.m. on weeknights.
5. Reservations may be made up to 60 days in advance and are limited to one meeting per month unless they have received prior approval of the library director.
6. Permission for a group or organization to meet in the library in no way constitutes endorsement, support, or co-sponsorship by the New Braunfels Public Library or the City of New Braunfels of the activities that take place in the meeting room, or of the policies or beliefs of that group or organization.
7. Groups are required to set up for their meetings, return furniture and equipment to its original location, and leave the room clean and in good condition.
8. Meetings disruptive of normal library use will not be permitted. Persons attending meetings on library property are subject to all library rules and regulations.
9. Non-profit groups may advertise in designated locations with approval from the library director, but no other advertisements, circulation of petitions, solicitations, or recruiting will be allowed on library property.
10. Any promotional materials, pictures, publicity, or paid advertisements by groups using the meeting rooms must include a statement indicating that the program or activity is not sponsored, co-sponsored or endorsed by the New Braunfels Public Library or the City of New Braunfels.
11. Smoking as defined in City of New Braunfels Municipal Code Article VII. Sec. 62-336 is not permitted within the library or on the front entrance area of the library except where specifically designated as a smoking area by appropriate signage.
12. Attachments to the ceiling, walls, floors, or furnishings are not allowed.

13. The library director will establish and publish specific regulations based on this policy statement. A copy of the rules and procedures will be provided with the application for meeting room use.
14. Groups failing to comply with any part of this policy or the established procedures may be asked to cancel their meeting and may be denied further use of the meeting room.

III. Study Rooms

1. Study rooms are available for use only during library hours of operation and must be vacated at least ten (10) minutes before closing.
2. For-profit individuals or businesses will not be granted use of the study rooms.
3. The rooms may be reserved for a session up to seven (7) days in advance of the date of use. Study room users must read and sign the library's Study Room Agreement before using a library study room. Study room use is limited to one session per week per person. A use is defined as either a session reserved under the individual's name or as a session reserved under another name, but as part of a group.
4. Students taking proctored exams may be allowed additional time if arrangements are made in advance.



Endorsed by the New Braunfels Public Library Board, March 20, 2001

Revised Aug. 19, 2002; June 14, 2004; March 19, 2007; Nov. 16, 2009; Jan. 22, 2013; Jan. 21, 2014;
Feb. 18, 2014; Sept. 21, 2015; June 20, 2016; May 15, 2017

Endorsed May 21, 2018; March 18, 2019

Revised June 15, 2020; Sept. 20, 2021

Endorsed September 19, 2022; Revised September 19, 2023

By: _____
President, Library Advisory Board

Attest: _____
Library Director

9/18/2023

Agenda Item No. B)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Review and possible action on Library Policy 2.14 - Patron Responsibility and Conduct.

DEPARTMENT: Library

BACKGROUND INFORMATION:

Each month the Library Advisory Board reviews library policies and endorses them or recommends changes.

2.14 Patron Rights and Responsibilities

To protect the public's right of access to library facilities, to ensure the safety of patrons of all ages and staff, and to protect library resources and facilities, certain rules of conduct and levels of responsibility must be followed.

The Library Director and authorized staff are responsible for enforcing customer conduct in the library and on library premises. Anyone found to be interfering with another's use and enjoyment of the library will be asked to stop the behavior or activity. If the behavior continues, the staff will ask the individual to leave the library. Failure to leave will result in staff calling the police for assistance, and the offender will be subject to arrest and/or be issued a criminal trespass warrant.

I. Public Property

1. Library Materials

- a. Patrons may not deliberately mis-shelve, steal, damage, mutilate, or otherwise destroy library materials or property.
- b. Patrons agree to abide by all policies and rules pertaining to the use of library materials, which include:
 - Proper care of materials.
 - Return of all items borrowed by the date(s) due.
 - Payment for lost or damaged materials.
 - Notification to the library if card is lost or stolen. If the library does not receive notification, the patron is responsible for any materials borrowed on the card.
 - Notifications to the library for change of contact information.

2. Library Property

- a. Patrons will not intentionally damage library grounds, buildings, furnishings, or other property.

II. Rights of Others

1. General Prohibitions

While on library property, no person shall:

- a. Display weapons, except as allowed under Texas statute.
- b. Smoke (as defined in City Ordinance Article VII, Sec. 62-336) or use tobacco inside the library or within 20 feet of the library entrance.

- c. Possess alcohol or any illegal substance or be intoxicated (whether by alcohol or other mind-altering drugs) to the point of impairment of his/her mental or physical abilities.
- d. Enter the library without shoes and shirts.
- e. Use a skateboard, scooter, or skate in the library or outside on library walkways or parking lots.
- f. Bring in bulky items that take up excessive space.
- g. Place briefcases, book-bags, musical instruments, etc. where they block aisles or take up workspace of library users and staff.
- h. Trespass into any area closed to the public.
- i. Present bodily hygiene that is distracting to customers or staff to the point that it interferes with customers' use of library resources or with staff work.
- j. Make unauthorized or inappropriate use of library equipment (computers, emergency exit doors, etc.)
- k. Bring animals into the library, except for service animals or for program activities.
- l. Sell, solicit, panhandle, or loiter.
- m. Post or distribute handbills, brochures, etc. without permission from the Library Director.
- n. Disobey applicable City of New Braunfels ordinances.

2. Disruptive Behavior

While on library property, no person shall:

- a. Physically, verbally, or with gestures threaten or abuse another person on library property. Any person committing such an offense will be evicted from the premises and may be subject to prosecution where applicable.
- b. Harass library users or staff or attempt to engage library users or staff in unwanted discussion. This includes sexual advances or physical and/or verbal harassment.
- c. Exhibit disruptive, uncontrolled behavior.
- d. Exceed acceptable noise levels, to include personal electronic devices.
- e. Any act, which is in violation of the laws of the State of Texas or New Braunfels City Ordinances, is expressly forbidden in the library. Any person committing such an offense will be evicted from the premises and may be subject to prosecution where applicable, including the issuance of a criminal trespass warrant.

3. Minors in the Library

For the safety and comfort of children, a responsible parent or caregiver should accompany and supervise children who are using the library. While in the library, parents and caregivers are responsible for monitoring and regulating the behavior of their

children. The library is not equipped, nor is it the library's role, to provide long- or short-term childcare or supervision.

Library staff members will refer to this policy when necessary, including in response to the following situations:

- a. An unattended child is found frightened or crying in the library.
- b. An unattended child is perceived to be endangering him or herself, or that another person in the library poses a perceived threat to the unattended child.
- c. An unattended child exhibits specific inappropriate behavior as described above.
- d. An unattended child has not been met by a responsible caregiver at closing time.

After evaluating the situation, library staff members will attempt to contact the parent or guardian of the unattended child. In the event the parent or guardian cannot be reached, the child will be placed in the care of the New Braunfels Police Department.

Endorsed by the New Braunfels Public Library Board, Feb. 18, 2003

Endorsed Jan. 20, 2009

Revised Aug. 15, 2011; June 16, 2013; Aug. 17, 2015; Jan. 11, 2016

Endorsed Nov. 20, 2017

Revised Nov. 16, 2018; Nov. 18, 2019

Endorsed Sept. 21, 2020

Revised Jan. 24, 2022; September 19, 2022; Endorsed September 18, 2023

By: _____
President, Library Advisory Board

Attest: _____
Library Director